

CHAPTER 09

CHECK ISSUE REPORTING0901 CHECKING ACCOUNT REPORTS

090101. General. All disbursing offices are required to report their check issues on Level 8 Magnetic Tape (or, for mechanized systems that are consolidated at the DFAS Centers (or designated Financial Information Processing Centers) by automated means). The reporting of detailed check issue information by automated means is the preferred method of check issue reporting. DOs should contact their servicing DFAS Center for information on availability and instructions for use of automated reporting methods. Where available, the Defense Check Reconciliation Module should be used for check issue reporting.

090102. Requirements. Detailed check issue data is reported in groups of checks called "transmittals" that uniquely identify the DSSN, issue month and year, and check series. A new transmittal is required each time a break in check numbers occurs or the issue month and year changes. For DOs reporting check issues for multiple DSSNs, a separate transmittal is required for each individual DSSN as well as for each break in check numbers or change in issue month and year within each DSSN. A single transmittal may be split between two or more reels, but may not exceed 10 reels. One submission of detailed check issue data may consist of one or more transmittals and/or one or more reels. All DOs submitting magnetic tape checking account reports directly to Treasury shall forward their magnetic tape reels and supporting documents to the Treasury no later than 4 days after the close of business of the week in which the issue dates occur and no later than 2 days after month-end to: Tape Library - Room 306A, - (LVL-8), Computer Services Division, Financial Management Service, Prince Georges Center II, 3700 East-West Highway, Hyattsville, MD 20782-2092.

090103. When Computer Facilities Are Not Available. Larger disbursing offices with computer capabilities exercising control over multiple DSSNs are requested to furnish the Treasury with consolidated check issue tapes (multiple

DSSNs and issues consolidated on the same tape) for the smaller activities that are unable to use automated means or Level 8 tape reporting because they lack computer facilities. To facilitate the conversion to Level 8 tape, check-issue detail records and supporting adjustment documents (FMS Forms 5206 and OFs 1017-G) shall be forwarded by the smaller activities to the designated disbursing offices in a satisfactory time frame for those offices to meet their deadline of reporting to the Treasury via magnetic tape.

090104. Disbursing Office Responsibility for Magnetic Tapes. The disbursing office is responsible:

A. to quality assure all Level 8 check-issue tapes submitted to the Treasury for processing;

B. when notified of a rejected tape or rejected transmittal within a tape, to submit a corrected tape or transmittal within 10 workdays of the notification date;

C. when a magnetic tape or transmittal has been rejected, to continue to submit subsequent tapes and transmittals; and,

D. to be able to recreate tape issue data for a period up to 180 calendar days following submission or replacement of a magnetic tape.

090105. Inquiries. Inquires concerning Level 8 magnetic tapes should be directed to the Treasury Department, Production Support Section, Input Control Unit by calling (202) 874-7730.

0902 LEVEL 8 MAGNETIC TAPES

090201. General. Disbursing offices that obtain computer capabilities which will enable reporting check issues directly to Financial Management Service (FMS) via Level 8 magnetic tapes shall comply with the conversion testing requirements in paragraph 090204 below.

090202. Tape Requirements. Magnetic tapes used in Level 8 reporting shall meet the following criteria:

A. The magnetic tape shall be unlabeled (that is, no internal magnetic tape labels or markings).

B. The magnetic tape shall be a 9-track, EDCDIC tape prepared with 6250 bpi density. If 6250 cannot be produced, 1600 bpi is acceptable. No 800 bpi will be accepted.

C. The block size is 15,600 bytes (240 records per block). If 15,600 block-size cannot be produced, 7,800 bytes (120 records per block), 3,900 bytes (60 records per block), or 1,950 bytes (30 records per block) may be used.

D. Each reel of magnetic tape shall have a separate unique "LVL8" label. The label shall be large enough to accommodate all the following information. The information shall be externally affixed to the reel and not to the case: Treasury Check Issues - Level 8; User Reel No. (Up to 6 Characters); First Transmittal No. XXXX-YYYY-ZZZZZZZZ (this number shall agree with the first header record on the check issue tape and the first line of TFS Form 3510, Magnetic Tape Control Record); Block size 15,600 (or 7,800, etc.); BPI 6250 (or 1600) Track 9; Reel Sequence No. of (for example, reel 1 of 2 on multi-reel submissions). The label shall also have an address for returning processed tapes, the name of a contact person, and the submitting organization's area code and commercial telephone number.

E. The check issues reported on magnetic tape shall be in consecutive, ascending order within each submission.

F. If multiple transmittals are on a single tape, the individual transmittal trailer records shall contain the count and amount totals for only one transmittal. There is no cumulative total between transmittals.

G. Check serial numbers and DSSNs shall be valid in FMS's data base.

H. Each transmittal shall balance internally; the item count and total dollar amount computed from the detail-issue records

shall equal to the totals on the transmittal-trailer records.

I. A single transmittal may not exceed 9,999,999 individual check issues or \$99,999,999.99 total dollar value.

J. Voided checks shall be reported in serial number sequence as zero amount issues. The serial numbers shall be reported in the proper sequence with those of other checks issued within the same check range.

K. The TFS Form 3510 shall be signed and shall accompany all Level 8 magnetic tapes.

L. A self-addressed, postage-paid envelope or postcard with the DO's complete official address shall be included with all magnetic tape submissions. The envelope or postcard should contain the DSSN, reel number, and transmittal number to identify the item received. The envelopes or postcards will be dated, signed, and returned to the DOs as positive confirmation of receipt by FMS.

090203. Transmittal Structure. Transmittals shall conform to the basic structure shown in table 9-1. Standard issue record layouts for header records, issue records, and trailer records are shown in tables 9-2, 9-3, and 9-4, respectively. An entire submission of data, which may consist of one or more transmittals and/or one or more reels, should be treated as one data set in the job control language (JCL). Each submission shall end with two tape marks following the last block of data on the last tape reel. If two or more tape reels are submitted, a single mark shall follow the last block on all preceding tape reels (see table 9-1). Other use of tape marks is unacceptable and will cause rejection. If the last block is not full (short block is not full), a short block should be written with the end-of-file tape marks immediately following the last data record. If this cannot be done using available hardware or system software, 65-byte dummy records shall be written to fill the block to a point where the end-of-file tape marks, immediately following the last 65-byte record, can be entered. These dummy records shall contain the character "Z" in all 65 positions.

090204. Conversion to Level 8. Activities and DOs not currently reporting check issues on

Level 8 tape may not start reporting check issues under Level 8 until testing has been completed and approval is obtained in writing from the Non-tape Conversion Project Manager, Systems Requirements Division of FMS. The criteria for submitting a test tape is as follows:

A. A test tape should include a submission of at least two transmittals with 25 sequential check issues each.

B. The test tape shall also include a number of voided checks (no issue) reported as zero amount issues within the subsequential submission.

C. The test tape shall include a properly formatted header record, detail records with check serial numbers in consecutive ascending order (note: the check serial number of the first detail record shall agree with the header record), and a trailer record. The item count and dollar amount computed from the detail-issue records shall be equal to the totals on the trailer record.

D. A test submission shall include a properly completed TFS Form 3510.

E. Information shall accompany the test tape showing: (1) automated data processing and accounting contracts and their respective addresses and area code with commercial telephone numbers; (2) DSSN; (3) reel number; (4) beginning and ending check number for each submission of test data; (5) total amount of check issues per submission of test data; and (6) notification that the magnetic tape is a test tape.

F. Test tapes and their supporting documents shall be sent to: CP&R Branch - LVL 8 Test Tape, Applications Software Division, Financial Management Service, Prince Georges Center II, Room 900B, 3700 East-West Highway, Hyattsville, MD 20782-2092.

G. If a program for magnetic tape reporting is created on one type of computer hardware and the using DO installs the program on a different manufacturer's hardware, the DO shall submit a magnetic tape to FMS for further testing and approval. Also, if the using DO changes or modifies the software, a magnetic

tape shall be sent for testing and approval from FMS.

090205. FMS Approval. FMS will officially inform the DO by letter that the test tape is acceptable. The DO shall then advise FMS of the check serial number for starting Level 8 reporting and the starting date. The starting date need not be at the beginning of a month. Conversion lead time is negotiable with user arrangement with FMS.

0903 SUPPORTING DOCUMENTS FOR MAGNETIC TAPES

090301. TFS Form 3510, Magnetic Tape Control Record. Magnetic tapes shall be submitted to FMS supported by a properly completed and signed TFS Form 3510. Multiple DSSNs may be reported on one tape, however, the TFS Form 3510 shall be uniquely identified by DO symbol number, the controlling check symbol number, and the first check serial number contained in the first transmittal included on the tape. Only one DO symbol and check symbol shall be on each transmittal, and checks shall be in consecutive ascending serial number order within each transmittal. A new transmittal shall be created for each break in the DO symbol number, check symbol number, check serial number, or month and year of issue. Examples of properly completed TFS Forms 3510 for a single transmittal and for a tape containing several transmittals are shown as figures 9-1 and 9-2, respectively.

090302. Preparation of TFS Form 3510

A. For a Single Transmittal on One Tape. Complete the blocks of the TFS Form 3510 for a single transmittal on one tape as follows:

1. TRANSMITTAL NUMBER.
Enter the DSSN-DSSN-First check number of the transmittal.

2. NUMBER OF CHECKS.
Enter the inclusive number of checks in the transmittal.

3. TOTAL ISSUE AMOUNT.
Enter the total dollar amount of the checks in the transmittal.

4. DISBURSING LOCATION.

Enter the city or name of the base or station where the disbursing office is located.

5. DO SYMBOL NUMBER.

Enter the DSSN.

6. CHECK SYMBOL NUMBER.

Enter the DSSN.

7. ISSUE DATE OF CHECKS.

Enter the inclusive dates during which the checks were issued. For example: June 1-5, 1987 or May 15-31, 1988.

8. DATE TAPE CREATED.

Enter the date the tape was created.

9. TAPE REEL NUMBER/DENSITY. Enter the reel number and the BPI (1600 or 6250, as appropriate).

10. SERIAL NUMBERS. Enter the serial number of the first and last checks included in the transmittal.

11. MONTH AND YEAR FOR WHICH RENDERED. Enter the issue month and year.

12. DISBURSING STATION AND LOCATION. Enter the complete disbursing office address, area code, and commercial telephone number.

13. TAPE TYPE. Enter "Level 8".

14. DISBURSING OFFICER'S SIGNATURE. Self explanatory.

B. For Multiple Transmittals on One Tape. Complete the blocks of the TFS Form 3510 for multiple transmittals (transmittals for more than one disbursing office) on one tape as follows:

1. TRANSMITTAL NUMBER.

Enter the DSSN-DSSN-First check number of transmittal. The first transmittal on the tape shall always be for checks issued by the disbursing office preparing and submitting the tape. The first transmittal on a tape determines to whom the tape is returned and notices of acceptance and/or rejection are provided.

2. NUMBER OF CHECKS.

Enter "See Attached".

3. TOTAL ISSUE AMOUNT.

Enter "See Attached".

4. DISBURSING LOCATION.

Enter "Various".

5. DO SYMBOL NUMBER.

Enter "Various, See Attached".

6. CHECK SYMBOL NUMBER.

Leave blank.

7. ISSUE DATE OF CHECKS.

Enter "Various, See Attached".

8. DATE TAPE CREATED.

Enter the date the tape was created.

9. TAPE REEL NUMBER/DENSITY. Enter the reel number and the BPI (1600 or 6250, as appropriate).

10. SERIAL NUMBERS. Enter the serial number of the first check included in the transmittal. Leave the block for Last Check Number blank.

11. MONTH AND YEAR FOR WHICH RENDERED. Enter "See Attached".

12. DISBURSING STATION AND LOCATION. Enter the complete address, area code, and commercial telephone number of the disbursing office preparing and submitting the tape.

13. TAPE TYPE. Enter "Level 8".

14. DISBURSING OFFICER'S SIGNATURE. Self explanatory.

15. A listing similar to that shown in figure 9-2 shall be attached to the TFS Form 3510. The listing shall contain the DSSN, Date Created, First Check Number, Last Check Number, Transmittal Amount, Number of Checks, and Month and Year for which Rendered for each transmittal included on the tape. The first transmittal listed shall be the first transmittal on the tape (i.e., the one actually listed on the TFS Form 3510). At the end of the

list, the grand total of all transmittals included on the tape and the grand total of the number of items shall be shown.

090303. Self-addressed Envelope or Postcard.

A self-addressed, postage-paid envelope or postcard with the DO's complete official address shall be included with all magnetic tape submissions. The envelope or postcard should contain the DSSN, reel number, and transmittal number to identify the item received. The envelope or postcard will be dated, signed, and returned to the DO as positive confirmation of receipt by Treasury.

0904 REPORTING DOCUMENTS REQUIRED

090401. General. The SF 1179, Month End Check Issue Summary shall be used by disbursing offices for monthly reporting of Level 8 check issue transmittals. At the end of every month, a consolidated SF 1179 shall be submitted to summarize the check issues for the month. The total dollar amount of issues submitted by transmittal (each listed individually) shall be summarized on the SF 1179. It shall also show current and prior months' adjustments to check issue totals as effected by the documents listed in paragraph 090103 of this chapter. The total amount shown on the SF 1179 shall agree with the amount shown in Part A, Column (2), on the reverse of the SF 1219.

090402. Check Issue Reporting for Depository Checking Accounts. Depository checking account reports shall be prepared and submitted following the procedures in chapter 14 of this Volume.

090403. Preparation of the SF 1179. The SF 1179 is prepared in an original and 2 copies. DOs shall ensure that all blocks of the SF 1179 are properly completed, including page and location, DO's signature, and the month and year for which rendered. The blocks of the SF 1179, as shown in figure 9-3, shall contain the following information:

A. DISBURSING OFFICE NAME/MAILING ADDRESS. Enter the name and complete mailing address of the issuing disbursing office.

B. TELEPHONE NO. COMMERCIAL OR FTS. Enter only the area code and commercial or FTS telephone numbers. Do not enter DSN numbers.

C. D.O. NAME. Enter the name and rank or grade of the DO.

D. D.O. SIGNATURE. The DO shall sign in the space provided.

E. CHECK SYMBOL NO. Enter the four-digit DSSN.

F. MONTH AND YEAR FOR WHICH RENDERED. Enter the month and year during which the checks being reported were issued.

G. D.O. SYMBOL NO. Enter the four-digit DSSN for the first transmittal only. The block may be left blank for any additional transmittals listed on this summary.

H. CHECK SYMBOL NO. Enter the four-digit DSSN for the first transmittal only. The block may be left blank for any additional transmittals listed on this summary.

I. BEGINNING CHECK NO. Enter the beginning check serial number for each transmittal.

J. ENDING CHECK NUMBER. Enter the ending check serial number for each transmittal.

K. REPORTING METHOD. Enter "TAPE (Level 8)". Enter the method for the first transmittal listed only. Beneath the method, list by each transmittal the inclusive dates for which checks were issued. (For example: Tape (Level 8); 12/1-15/88 or 12/16-31/88).

L. TOTAL DOLLAR AMOUNT OF ISSUES (FOR EACH TRANSMITTAL). Enter, adjacent to each transmittal, the total of the issue amounts of all checks reported on each transmittal.

M. SUMMARY: LINE 1. Enter the total dollar amount for all transmittals listed in the above blocks. The total shall agree with the

total of checks issued as reported in Column (2), Part A, Section II, on the reverse of the SF 1219.

N. SUMMARY: LINE 2(a). Enter the net total representing adjustments to current and prior months' issues for which FMS Forms 5206 have been received from the Treasury and taken up in the accounts of the DO. The amount on this line shall agree in net with the amount shown in Column 3, Part A, Section II, on the reverse of the SF 1219.

O. SUMMARY: LINE 2(b). Enter the net total representing adjustments to current and prior months' issues made by the disbursing office and recorded on OFs 1017-G. Copy 2 of the OF 1017-G should be attached to the SF 1179 in support of the amount entered. The amount on this line shall agree in net with the amount shown in Column 4, Part A, Section II, on the reverse of the SF 1219.

P. SUMMARY: LINE 3. This line represents the net total of lines 1, 2(a), and 2(b). The net total shall agree with the amount shown in Column 5, Part A, Section II, on the reverse of the SF 1219 and shall agree with the amount reported on line 2.1, Part A, Section I on the front of the SF 1219.

090404. Distribution of SF 1179. Except as provided in this paragraph, DOs are required to submit the ORIGINAL of the SF 1179 on or before the 10th of the month following the close of the check issue month, with copies of supporting documents (FMS Forms 5206 and OFs 1017-G) to: Financial Analysis Branch, Financial Management Service, Department of the Treasury, Room 600E, 3700 East-West Highway, Hyattsville, MD 20782. The second copy shall be forwarded with the financial reports to the servicing DFAS Center. The third copy shall be retained in the disbursing office files. Navy and Marine Corps DOs submitting check-issue reports to an FIPC or another disbursing office for conversion to magnetic tape shall submit the ORIGINAL of the SF 1179 with the detail of checks issued to the FIPC or disbursing office. The office converting the check issue data to magnetic tape shall be responsible for submitting a properly prepared SF 1179 to FMS. The second copy shall be submitted with the monthly financial reports. The third copy shall be retained in the disbursing office files.

090405. Spoiled Checks. **DO NOT** forward spoiled checks to Treasury. Spoiled checks are retained at the disbursing office. When a check is spoiled, no reference will be made on the record of checks issued that a control check has been issued. The serial number of the spoiled original check shall be inscribed on the control check. That serial number already appears on the record of checks issued. Instructions for disposition of spoiled checks are contained in chapter 08 of this Volume.

090406. Control Checks. Control checks are used to replace prenumbered check stock that is spoiled for any reason, before or after release by the disbursing office. Control checks are not preprinted with a serial number. Disbursing offices shall inscribe the original check serial number on the control check and have in place internal controls or review processes to verify that the check serial number is inscribed correctly. Detailed instructions for use and preparation of control checks are contained in chapter 08 of this Volume.

090407. Voided Checks. Voided checks shall be reported on magnetic tape as zero amount issues. Serial numbers are recorded in the proper sequence with those of other checks issued in the same check range. Voided checks shall not be forwarded to the Treasury. Voided checks shall be disposed of as prescribed in chapter 08 of this Volume.

090408. Advice of Check Issue Discrepancies. When the issue amount reported by a disbursing office differs from the amount printed on the check, the Treasury will report the discrepancy on an FMS Form 5206. The three computer-generated copies of the form provide the disbursing office with a full description of the error. If the payee has not been over-paid or under-paid, but incorrect check issue information has been reported to the Treasury, the FMS Form 5206 shall still be processed as prescribed in chapter 07 of this Volume.

090409. Audit of Treasury Checking Accounts. The audit and reconciliation of checks for symbol number checking accounts is accomplished by the Treasury. The Treasury uses an electronic payment and reconciliation system under which controls are maintained over the amounts of issues and payments for each individual check

serial number of each DSSN. Each paid check is reconciled with the amount of issue as reported by the DO on the check-issue report (weekly and end-of-month TFS Forms 3510 and monthly SF 1179). The Treasury will not furnish reconciliation statements or outstanding check lists. However, each DO will be advised by the Treasury as to each check issue discrepancy of \$1.01 or more detected during the check reconciliation process. The Treasury will adjust check issue discrepancies of \$1 or less, without notification to the DO. In addition, the Treasury will advise each DO of all checks paid for which a report of check issue has not been received or accepted.

<u>SAMPLE TAPE/TRANSMITTAL STRUCTURE</u>		
Tape Reel	Transmittal	Data Records
1	1	Transmittal Header Standard Issue Records • • • • Transmittal Trailer • • -Transmittal 1 Totals
1	N	Transmittal Header Standard Issue Records • • • Tape Mark

Table 9-1. Sample Tape/Transmittal Structure

<u>SAMPLE TAPE/TRANSMITTAL STRUCTURE (Continued)</u>		
Tape Reel	Transmittal	Data Records
2	N (Continued)	Standard Issue Records
		•
		•
		•
	•	Transmittal Trailer
	•	-Transmittal N Totals
	•	
2	Z	Transmittal Header
		Standard Issue Records
	•	
		•
	•	
		Transmittal Trailer
		-Transmittal Z Totals
		Tape Mark
		Tape Mark

Table 9-1. Sample Tape/Transmittal Structure (Continued)

<u>STANDARD ISSUE TRANSMITTAL HEADER RECORD</u>		
<u>Data Element</u>	<u>Length</u>	<u>Format</u>
1. Record ID	1	X(1)
2. Transmittal Type	2	X(2)
3. Transmittal Creation Date	5	9(5)
4. DO Symbol	4	9(4)
5. Check Symbol	4	9(4)
6. First Serial Number	8	9(8)
7. Accounting Month & Year	4	9(4)
8. Batch Number	3	X(3) - Optional
9. Filler	<u>34</u>	X(34)
	65	
1) Identifies header record. Constant value = H. 2) Identifies transmittal reporting method. Constant value = IR. 3) Julian date (YYDDD format). 4) Zero-fill left. If DO symbol = check symbol, repeat the symbol. 5) Zero-fill left. If DO symbol = check symbol, repeat the symbol. 6) Zero-fill left. Serial number of the first issue item in the transmittal. 7) MMY format, where YY is the last two digits of year. This is the accounting month under which the check issues in the transmittal will be reported on the SF 1219, Statement of Accountability. 8) Ascending sequential number beginning with Batch 001 for the first transmittal in each accounting month. Field should be blank when not used. 9) Spaces.		

Table 9-2. Standard Issue Transmittal Header Record

<u>STANDARD ISSUE RECORD</u>		
<u>Data Element</u>	<u>Length</u>	<u>Format</u>
1. Check Serial Number	8	9(8)
2. Issue Amount	11	9(9)V99
3. Issue Date	5	9(5)
4. Payee ID Number	16	X(16) - OP-TIONAL
5. Agency Location Code*	8	9(8)
6. Account Symbol	16	X(16)
7. Payment Type	<u>1</u>	X(1)
	65	
<p>* Data Element 5, Agency Location Code is required only for those agencies (VA, SSA, SSI, and RRB) that are participating in administrative cancellation. If not used, zero fill.</p> <ol style="list-style-type: none"> 1. Check serial number (check symbol) zero-fill left. 2. Zero-fill left (no decimal points or commas). 3. Julian format (YYDDD). This is the date on the check. 4. Payee ID number should be blank when not used. 5. Agency location code (ALC) is defined as the 3-, 4-, or 8-digit accounting station symbol designation. For non-Treasury disbursing stations, it is also the DO symbol (4 digits). ALC must be a valid, authorized symbol. Zero-fill left. 6. Account symbol is defined as the appropriation account assigned by Treasury that has been charged with this check issue payment. The account symbol should be blank when not used. Left justify account symbols less than 16 characters. 7. Payment type indicates to the agency the category of the issues, for example, Payroll Payments, Benefit Payments, Vendor Payments, Grant Payments, and Miscellaneous Payments. It should be blank when not used. <p>Note: Voided issues are reported as follows:</p> <ul style="list-style-type: none"> • Check serial number, issue amount, and issue date are required. • Issue amount is zero. • Issue date is the date the check is voided. • Payee ID number, account symbol, and payment type should be blank. • Agency location code should be zero-filled. 		

Table 9-3. Standard Issue Record

<u>STANDARD ISSUE TRANSMITTAL TRAILER RECORD</u>		
<u>Data Element</u>	<u>Length</u>	<u>Format</u>
1. Record ID	1	X(1)
2. Transmittal Amount	13	9(11)V99
3. Transmittal Item Count	7	9(7)
4. Filler	<u>44</u>	X(44)
	65	
1) Identifies trailer record. Constant value = T. 2) Zero-fill left. 3) Zero-fill left. 4) Spaces.		

Table 9-4. Standard Issue Transmittal Trailer Record

MAGNETIC TAPE CONTROL RECORD			
TO BE COMPLETED BY THE DISBURSING OFFICE			
TRANSMITTAL NUMBER 5040-5040-03674295	NUMBER OF CHECKS (item count) 2003	TOTAL ISSUE AMOUNT \$63,789,457.00	
DISBURSING LOCATION (CITY) Lowry AFB, CO	DO SYMBOL NUMBER 5040	CHECK SYMBOL NUMBER 5040	
ISSUE DATE OF CHECKS (mo, days, and year) June 1 - 5, 19XX	DATE TAPE CREATED June 8, 19XX	TAPE REEL NUMBER/DENSITY 672/6250	
SERIAL NUMBERS		MONTH AND YEAR FOR WHICH RENDERED	
FIRST CHECK ON TAPE 03674295	LAST CHECK ON TAPE 03676297		
DISBURSING STATION AND LOCATION Lowry AFB, CO 80230-5000 (303) 370-5114	TAPE TYPE Level 8	DISBURSING OFFICER'S SIGNATURE _____	
FOR FINANCIAL MANAGEMENT SERVICE USE			
FMS CONTROL NUMBER		TAPE TYPE	

TFS FORM 3510

6-86

EDITION OF 5-86 MAY BE USED

FINANCIAL MANAGEMENT SERVICE

Figure 9-1. Sample TFS Form 3510, Magnetic Tape Control Record (Single Transmittal)

MAGNETIC TAPE CONTROL RECORD			
TO BE COMPLETED BY THE DISBURSING OFFICE			
TRANSMITTAL NUMBER 5090-5090-01193100	NUMBER OF CHECKS (item count) See Attached	TOTAL ISSUE AMOUNT See Attached	
DISBURSING LOCATION (CITY) Various	DO SYMBOL NUMBER Various See Attached	CHECK SYMBOL NUMBER	
ISSUE DATE OF CHECKS (mo, days, and year) Various See Attached	DATE TAPE CREATED December 14, 19XX	TAPE REEL NUMBER/DENSITY 10156/1600	
SERIAL NUMBERS		MONTH AND YEAR FOR WHICH RENDERED	
FIRST CHECK ON TAPE 01193100	LAST CHECK ON TAPE	See Attached	
DISBURSING STATION AND LOCATION Defense Accounting Office Financial Information Processing Center Washington, DC 20376-5000	TAPE TYPE Level 8	DISBURSING OFFICER'S SIGNATURE (703) 697-8777 _____	
FOR FINANCIAL MANAGEMENT SERVICE USE			
FMS CONTROL NUMBER			TAPE TYPE

TFS FORM 3510

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EDITION OF 5-86 MAY BE USED

FINANCIAL MANAGEMENT SERVICE

**Figure 9-2. Sample TFS Form 3510, Magnetic Tape Control Record
(Multiple DSSNs and Transmittals)**

Page <u>1</u> of <u>1</u>		MAGNETIC TAPE CONTROL RECORD				
DSSN	DATE CREATED	FIRST CHECK NUMBER	ENDING CHECK NUMBER	TRANSMITTAL AMOUNT	NUMBER OF CHECKS	ACCT YEAR MONTH
5090	XX347	01193100	01193144	37843.38	45	12XX
5090	XX347	01200888	01200897	313800.00	10	12XX
5090	XX347	01273656	01276011	650964.00	2356	12XX
5714	XX347	01293266	01295716	817935.01	2451	12XX
5714	XX347	01337695	01342347	1622880.00	4653	12XX
6065	XX347	00145000	00145033	299779.45	34	12XX
6065	XX347	70001100	70001274	0.00	175	12XX
6917	XX347	01600866	01600881	174430.00	16	12XX
6969	XX347	00991000	00993320	903865.00	2321	12XX
6991	XX347	70832686	70837228	1443888.00	4543	12XX
7004	XX347	00101718	00101719	445.00	2	12XX
7696	XX347	00284399	00285699	394066.00	1301	12XX
7824	XX347	01215912	01218574	757827.04	2663	12XX
7972	XX347	00117005	00117375	104567.00	371	12XX
8363	XX347	40325162	40325619	20825623.44	458	12XX
TOTAL				28,347,913.32	21,399	

Figure 9-2. Sample Transmittal Listing (Continued)

STANDARD FORM NO. 1179 (Rev. 5/87) DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE 1 TFM 2-3900				NSN 7540-00-663-1396 1179-105 PAGE <u> 1 </u> OF <u> 1 </u>	
MONTH END CHECK ISSUE SUMMARY					
<input type="checkbox"/> CHECK BOX IF ADDRESS OR TELEPHONE NUMBER HAS CHANGED					
DISBURSING OFFICE NAME/MAILING ADDRESS Public Accounting Office Penn. Ave. & Madison Place Washington, DC 20226 TELEPHONE NO. COMMERCIAL OR FTS <u>(301) 436-7471</u>			D.O. NAME (TYPE) Capt. John Kemp, USAF D.O. SIGNATURE _____		CHECK SYMBOL 1010 MONTH AND YEAR FOR WHICH RENDERED December 19XX
TRANSMITTAL NUMBER					TOTAL DOLLAR AMOUNT OF ISSUES (FOR EACH TRANSMITTAL)
D.O. SYMBOL NO.	CHECK SYMBOL NO.	BEGINNING CHECK NO.	ENDING CHECK NO.	REPORTING METHOD	
1010	1010	12096000	12096105	Tape (LVL8)	100,000.00
		12096106	12096189	12/1-15/89	200,000.00
		35021000	35031020	12/16-31/89	350,999.99
		35031021	35131581	12/1/15-89	500,000.00
				12/16-31/89	500,000.00
SUMMARY: (Complete on last page only)					
1. Enter on this line the total dollar amount of checks issued this month as shown in this report. Individual check issue report submissions for the month must be shown above or on an attached list. <i>(Total must agree with the total dollar amount of checks issued as reported in column 2 of the reverse of Standard Form 1219.)</i> \$ <u>1,150,999.99</u> . . .					
2. Net Dollar Adjustments to Prior Months:					
(a) Enter on this line the net dollar adjustments to prior months for which completed copies of Advices of Check Issue Discrepancy, Forms 5206, are attached					
(b) Enter on this line the net dollar adjustments to prior months for which completed copies of Optional Forms 1017-G <i>(or comparable forms)</i> , are attached <u>1,500.00</u> . .					
3. NET TOTAL					\$ <u>1,152,499.99</u>

Figure 9-3. Sample SF 1179, Month End Check Issue Summary